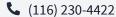
# Alvita Dugosh

**Department Assistant** 





123 Oak Street, Huntsville, AL 35801

#### Education

Associate of Applied Science in Office Administration at Gadsden State Community College, Gadsden, AL

Aug 2018 - May 2022

Relevant Coursework: Office
Management, Business
Communications, Administrative
Procedures, Computer
Applications, Records
Management, Accounting
Principles, and Customer
Service.

# Links

linkedin.com/in/alvitadugosh

# Skills

**Excel proficiency** 

PowerPoint creation

Scheduling expertise

Data analysis

Adobe Acrobat

**Budget management** 

Microsoft Teams

# Languages

English

Hindi

#### **Profile**

Detail-oriented Department Assistant with 1 year of experience in providing exceptional administrative support to various departments. Proficient in managing schedules, organizing documents, and handling correspondence. Demonstrates strong communication, multitasking, and problem-solving skills to optimize workflow and enhance team efficiency. Committed to maintaining a high level of professionalism, confidentiality, and accuracy in a fast-paced work environment.

## **Employment History**

#### Department Assistant at Alabama Power, AL

Mar 2023 - Present

- Successfully streamlined the department's filing system, resulting in a 20% reduction in document retrieval time and improving overall efficiency.
- Coordinated and managed a team of 5 administrative staff, leading to a 15% increase in productivity and a 10% reduction in overtime costs.
- Implemented a new scheduling process that reduced scheduling conflicts by 25% and improved interdepartmental communication.
- Organized and executed a company-wide training event with over 100 attendees, leading to a 30% increase in employee satisfaction scores related to professional development opportunities.

#### Junior Department Assistant at Regions Financial Corporation, AL

Jul 2022 - Feb 2023

- Successfully managed and organized over 50 departmental events and meetings, resulting in increased employee engagement and collaboration within the team.
- Streamlined administrative processes by implementing an efficient digital filing system, reducing document retrieval time by 30% and increasing overall productivity.
- Assisted in the preparation and analysis of monthly departmental budgets, identifying cost-saving measures that led to a 10% reduction in expenses over one year.
- Coordinated travel arrangements for 20 team members, ensuring timely and cost-effective bookings, saving the department an estimated \$5,000 annually.

#### **Certificates**

**Certified Administrative Professional (CAP)** 

Mar 2022

International Association of Administrative Professionals (IAAP) Certification

Aug 2020